


INVITATION TO BID ADDENDUM			BIDS WILL BE PUBLICLY OPENED: SEP 28, 2004 10:00 AM	
STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING			PURCHASING AGENCY NO. : 107001	
=====> VENDOR NO. : SOLICITATION : 2193088 FILE NO. : L25773E OPENING DATE : 09/28/04			RETURN BID TO 2193088 09/28/04 10:00 AM L25773E	
=====> <div style="border: 1px solid black; padding: 10px; min-height: 80px;"> VENDOR NAME AND ADDRESS </div>			OFFICE OF STATE PURCHASING OFFICE OF STATE PURCHASING POST OFFICE BOX 94095 BATON ROUGE, LA 70804-9095	
<-FOLD FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.			BUYER : FELICIA SONNIER, CPPB BUYER PHONE : (225) 342-8025 DATE ISSUED : 08/24/04 REQ. AGENCY : 435004 DEPARTMENT OF NATURAL RESOURCES AGENCY REQ. NO. : CMD05051 ISIS REQ. NO. : 1267201 VENDOR PHONE : FISCAL YEAR : 05 CLASS/SUBCLASS : 92095 SCHEDULED BEGIN DATE : 00/00/00 SCHEDULED END DATE : 00/00/00 T-NUMBER :	

BACKFILE CONVERSION OF PAPER COASTAL
PERMIT FILES TO DIGITIZED IMAGES

ADDENDUM NO. 01
SEPTEMBER 17, 2004

YOUR REFERENCE IS DIRECTED TO FILE NO. L25773E, SOLICITATION NO. 2193088 FOR BACKFILE CONVERSION OF PAPER COASTAL PERMIT FILES TO DIGITIZED IMAGES WHICH IS SCHEDULED TO OPEN AT 10:00 A.M. ON SEPTEMBER 21, 2004 FOR THE DEPARTMENT OF NATURAL RESOURCES.

THE FOLLOWING CHANGES ARE TO BE MADE TO THE REFERENCED SOLICITATION:

BID SCHEDULED TO OPEN: SEPTEMBER 21, 2004 AT 10:00 A.M.

BID OPENING CHANGED TO: SEPTEMBER 28, 2004 AT 10:00 A.M.

THE ATTACHED PAGE NUMBER 3 THROUGH 5 PROVIDES THE VENDOR INQUIRIES AND THE STATE'S RESPONSES.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: IF YOU HAVE ALREADY SUBMITTED YOUR BID AND THIS ADDENDUM DOES NOT CAUSE YOU TO REVISE YOUR BID, YOU SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY IDENTIFYING YOUR BUSINESS NAME AND BY SIGNING WHERE INDICATED. YOU MAY RETURN THIS ACKNOWLEDGEMENT BY MAIL TO: OFFICE OF STATE PURCHASING, P. O. BOX 94095, BATON ROUGE, LA 70804-9095, BY HAND DELIVERY TO: OFFICE OF STATE PURCHASING, 1201 N.

VENDOR PHONE NUMBER: FAX NUMBER:	TITLE	DATE
SIGNATURE OF BIDDER (MUST BE SIGNED)		

FOLD->

SOLICITATION AMENDMENT TEXT		INVITATION TO BID	
NUMBER: 2193088 OPEN DATE: 09/28/04 T-NUMBER:	TIME: 10:00 AM	BIDDER:	PAGE 2

3RD STREET, STE. 2-160, BATON ROUGE, LA 70802, OR BY FAX TO: 225-342-8688. THE STATE RESERVES THE RIGHT TO REQUEST A COMPLETED ACKNOWLEDGEMENT AT ANY TIME. FAILURE TO EXECUTE AN ACKNOWLEDGEMENT SHALL NOT RELIEVE THE BIDDER FROM COMPLYING WITH THE TERMS OF ITS BID.

ADDENDUM ACKNOWLEDGED/NO CHANGES:

FOR: _____ BY: _____

REVISION: IF YOU HAVE ALREADY SUBMITTED YOUR BID AND THIS ADDENDUM REQUIRES YOU TO REVISE YOUR BID, YOU MUST INDICATE ANY CHANGE(S) BELOW, IDENTIFY YOUR BUSINESS NAME AND SIGN WHERE SHOWN. REVISIONS SHALL BE DELIVERED PRIOR TO BID OPENING BY MAIL TO: OFFICE OF STATE PURCHASING, P. O. BOX 94095, BATON ROUGE, LA 70804-9095, OR BY HAND DELIVERY OR COURIER TO: OFFICE OF STATE PURCHASING, 1201 N. 3RD STREET, STE. 2-160, BATON ROUGE, LA 70802 AND INDICATE THE FILE NUMBER AND THE BID OPENING DATE AND TIME ON THE OUTSIDE OF THE ENVELOPE FOR PROPER IDENTIFICATION, OR BY FAX TO 225-342-8688. ELECTRONIC TRANSMISSION OTHER THAN BY FAX ARE NOT BEING ACCEPTED AT THIS TIME.

REVISIONS RECEIVED AFTER BID OPENING SHALL NOT BE CONSIDERED AND YOU SHALL BE HELD TO YOUR ORIGINAL BID.

REVISION:

FOR: _____ BY: _____

DENISE LEA
DIRECTOR OF STATE PURCHASING

BY: FELICIA M. SONNIER, CPPB
STATE PURCHASING OFFICER
PHONE: 225-342-8025
EMAIL: FELICIA.SONNIER@LA.GOV

ADDENDUM NUMBER 01
FILE NUMBER: L 25773 E, SOLICITATION NUMBER: 2193088

The Vendor(s) Inquiries and the State's Responses

1. **Question:** Can you clarify if this is for 200,000 pages or files?

Response: This bid is for approximately 200,000 pages. The price should be quoted on a per page/image basis.

2. **Question:** How many **pages per file** and the **size** of the pages?

Response: There are approximately 45 – 60 pages per folder. Some folders may have more.

3. **Question:** Do we have any drawing documents?

Response: Please refer to Page 14, Section 1.6 Document Description of the ITB: "There is an extremely small percentage of color photographs."

4. **Question:** Does File Net imaging is it mandatory as per the bid?

Response: Yes. FileNET is mandatory.

5. **Question:** My main question with the above mentioned RFP, concerns the WORM media requirement VS. CD-ROMs or DVDs. Is that requirement flexible? We have the capabilities to provide all services mentioned in the RFP, but do not have the WORM media/Driver necessary. If we cannot use CD-ROMs or DVD technology, may we outsource the conversion to WORM media to a third party?

Response: Outsourcing to a third party is not allowable for this ITB. Optical media delivery is mandatory.

6. **Question:** Does LDNR want the vendor to convert all 200,000 documents before December 31, 2004 and yet invoice only 50% of the total value? And the remaining 50% to be invoiced by June 30, 2005? (Ref Section in ITB: 11; Page # in ITB: 13)

Response: 100,000 (this approximate value is dependant upon bid price and its relationship to \$10,000.00) paper pages must be converted and invoiced by 12/31/2004. All work must be converted and invoiced by 6/30/2004.

7. **Question:** Will the Department of Natural Resources accept as a facility a conversion operation that might be underway at another agency. In other words, if a vendor has a conversion project underway within another Louisiana State Agency office, assuming that the facility meets the needs of the Department of Natural Resources, would it be possible for the vendor to use that site for scanning the backfile records referred to in this Invitation to Bid?

Response: The Department of Natural Resources can not "piggy-back" a contract which has been put in place for another agency.

8. **Question:** Are the load file specifications available for your FileNet system?
- Response:** No, LDNR is unable to provide this information.
9. **Question:** Are the file year-number and file name the only information that needs to be propagated through each prospective file?
- Response:** Please refer to Page 14, Section 1.6 Document Description, the third paragraph of the ITB which explains the indexing requirements.
10. **Question:** Will color scanning be color to color or color to black and white (bi-tonal)?
- Response:** The input and output should be the same. Color to color.
11. **Question:** On oversized documents, is the requirement to scan the entire document or just legend only?
- Response:** The entire document must be scanned.
12. **Question:** Will documents in special bindings (i.e. GBC, Velo, Wire, etc.) be required to be reassembled or just placed back in original order?
- Response:** Please refer to Page 15, Section 1.6 Description of Document – Reassembly of the ITB. The documents should be placed back into the folder (unstapled, unclipped, un-bind).
13. **Question:** Will there be a requirement for re-assembly such as paperclips, staples, etc?
- Response:** Please refer to Page 15, Section 1.6 Description of Document – Reassembly of the ITB. The documents should be placed back into the folder (unstapled, unclipped, un-bind) in the order removed.
14. **Question:** What is the turnaround time for the documents? How many documents can be retrieved at one time and how long can they be out before being returned?
- Response:** A two week minimum turnaround time is associated with this conversion.
15. **Question:** Is this job already funded?
- Response:** Yes, the job is already funded.
16. **Question:** What is the estimated start-date?
- Response:** The start date is dependent upon the bid evaluation and award process.
17. **Question:** Does the State have their own forms for logging physical documents out of the file room and back into it, and will the state allow or require the contractor to use the state's forms?

Response: LDNR has a multi-part inventory form that will accompany every box. A copy of this form is kept in the user department and IT division. The contractor can use their own form as well as the state's form.

18. **Question:** There are some 5-1/4" floppy disks in some folders. Does the state wish only to capture the files from the diskettes in their exact format, or does the state wish to convert the files' contents to image?

Response: If the files on the diskette need to be converted, LDNR will print them and place the documents in the folder before conversion.

19. **Question:** Will the state accept pricing to be categorized by page size, color, and digital image or file format?

Response: No, the pricing is to be a price per image.

20. **Question:** Will the contract for this acquisition include a clause that allows the contract to be extended beyond the original 200,000 pages if the state is satisfied with the vendor's performance on the first 200,000 pages?

Response: Please refer to Page 13, Section 1.4, item no. 9 of the ITB.